

## **TOWN OF HERNDON, VIRGINIA**

*Enriching the quality of life and promoting a sense of community*

### **STATEMENT OF BENEFITS FULL-TIME EMPLOYEES**

**Effective July 1, 2006**

#### **Leave**

Annual – Full-time regular employees with less than 5 years of service accrue annual leave at a rate of 4 hours/pay period. Employees are eligible to use this leave after 6 months of continuous employment. After 5 years services, but less than ten years the accrual rate is 6 hours/pay period. With 10 or more years the accrual rate is 8 hours/pay period. Department heads accrue an additional 2.47 hours annual leave/pay period. The unused annual leave balance is payable upon termination.

Sick – All full time Town employees accrue sick leave at the rate of 4 hours/pay period (13 days per year). Upon termination a payment of 25% of balance of unused sick leave with a maximum of \$2,500. Upon retirement a payment of 25% of unused sick leave with a maximum of \$10,000.

Miscellaneous – Bereavement, military and civil leave granted to employees as stated in Town Code.

#### **Health Insurance**

The Town offers Optimum Choice HMO, Optimum Choice POS, or Mamsi Life & Health to all regular full time employees. Biweekly costs are as follows:

	<b><u>HMO</u></b> <b><u>Optimum</u></b> <b><u>Choice</u></b>	<b><u>POS</u></b> <b><u>Optimum</u></b> <b><u>Choice</u></b>	<b><u>PPO</u></b> <b><u>Mamsi</u></b> <b><u>Life &amp; Health</u></b>
<b><u>Full-time</u></b>			
Individual	\$9.35	\$10.47	\$11.37
Dual	\$93.15	\$104.36	\$113.36
Family	\$129.32	\$144.90	\$157.39

#### **Dental Insurance**

All Town regular employees are offered optional dental plan at their expense with Dominion Dental. The bi-weekly cost is:

	<b><u>DHMO</u></b>	<b><u>PPO/Indemnity</u></b>
Employee	\$8.10	\$22.06
Family of Two	\$13.53	\$44.83
Family of Three or More	\$18.59	\$68.84

#### **Virginia Retirement System**

All full time employees must participate in the Virginia Retirement System (VRS). Normal retirement is age 65 with early retirement at age 55 with 5 years service and age 50 with 10 years of service. Employees are vested after 5 years of service. The Town pays the employee contribution share.

**Life Insurance**

All full time employees are insured for twice their annual salary, rounded to the next highest thousand dollar multiple. The Town funds this 100%.

**Optional Life Insurance**

Employees may purchase optional life insurance coverage for themselves, their spouse and children. Choose one of four options to be covered for up to four times your annual salary.

**Short and Long Term Disability Insurance**

Short and long term disability insurance are funded by the Town. The benefit is 66 2/3% of weekly salary with a maximum of \$600 per week for up to 26 weeks and then 60% of monthly salary with a maximum of \$5,000 per month to age 65 if still disabled. Disability insurance applies to non-work related illness or injuries and goes into effect on the greater of the 30<sup>th</sup> consecutive day of disability or accumulated sick leave.

**Long Term Care Insurance**

Employees may purchase long term care insurance for themselves as well as their spouse, parents, and parents-in-law through Aetna Long Term Care Insurance. Choose a daily benefit amount from \$50 to \$300 and a 2 or 5 years maximum benefit.

**Flexible Benefits Plan (Section 125)**

Section 125 of the Internal Revenue Code allows employees to reduce taxes, increase spendable income and have a broader selection of benefits. The Town offers a flexible benefits plan to regular employees through Ceredian Benefits Services, Inc. (Dental and health insurance premiums are automatically pre-taxed unless you request exemption in writing.)

**Deferred Compensation**

A plan is offered through the Town with The Retirement Plan Company handling administrative reports. A flexible investment program, deferral of 25% of your total salary of up to \$15,000 per year for calendar year 2006 may be invested.

**Credit Unions**

Employees have the option to join either the Apple Federal Credit Union or the Fairfax County Federal Union as an employee of the Town.

**Direct Deposit**

Direct Deposit of paychecks is available to all employees.

**Employee Assistance Program**

The Town offers an employee assistance program, through Deer Oaks EAP Services, to all employees and their family members.

**Savings Bonds**

All employees have the option to purchase United States Series EE Savings Bonds through payroll deductions.

**Legal Services**

The Town offers pre-paid legal services through United Legal Benefits legal access plan. There is a bi-weekly subscriber fee of \$6.75, paid through payroll deductions.

**Holidays**

The Town enjoys ten and one-half (10 ½) holidays per year. The following holidays are observed by the Town: New Year's Day, Lee-Jackson-King Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve (half-day), Christmas Day.

**Pay Days**

The Town pays bi-weekly every other Friday – 26 pay periods per year.

**Performance Evaluations**

Each employee is eligible for a pay-for-performance increase on an annual basis depending on performance evaluation.

**Recreation Benefits**

Recreation benefits include free golf, racquetball, swimming, discounted classes and much more as outlined by Resolution No. 91-G-96.

**Discount Programs**

Various employee discount programs and benefits are available including United Buying Service, discounts at Kings Dominion and Busch Gardens, Price Club membership and others.